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**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

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TO: School Administrators

FROM: Gail Schauer, Director for Teacher and School Effectiveness

DATE: March 10, 2016

SUBJECT: State Funded Summer School

The North Dakota Department of Public Instruction (NDDPI) invites public schools to apply for funding for their state-funded summer school programs. These programs include:

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|-------------------------------------|-----------------------------|
| * Grades K-8 remedial summer school | * High school summer school |
| * Grades 5-8 regular summer school | * Driver Education |

All summer school applications must be received 15 days prior to the start of your summer school program. The NDDPI will send a letter to the district confirming approval or denial of your summer school program. Only summer school programs which meet the provisions identified in administrative rules and that have received approval before the start of the program are eligible to receive state aid payments.

Information regarding summer school programs is available at <https://www.nd.gov/dpi/SchoolStaff/TSE/summer/>. The application for summer school programs must be completed and submitted along with the Summer School Licensed Personnel (MIS03) report which can be found on State Automated Reporting System (STARS). **The summer school application(s) and the MIS03 forms will be submitted at the same time.**

Application Process

Schools are required to complete two steps:

1. The school must complete the application(s) that will provide us with contact information, program dates, and other program information.
2. The school will report the teachers, courses, **total instructional hours**, and the number of students within the 2016-2017 Summer School Licensed Personnel (MIS03) report.

The application and the personnel (MIS03) information are part of the State Automated Reporting System (STARS) Summer School Licensed Personnel (MIS03) program.

To access the summer school program data system, enter STARS at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>; select the Personnel folder and the Summer School Licensed Personnel (MIS03) information to report your summer school application(s) and instructional program data on the MIS03. The Summer School Application and Licensed Personnel (MIS03) report on STARS will open for data entry beginning on **March 14, 2016**.

Monitoring

Please note that some summer school programs may be monitored on site as identified in administrative rules. The purpose of the monitoring is:

1. To provide information to help administer summer programs, and
2. To assure compliance with North Dakota statutes and administrative rules provided for summer school.

Contact Information

Please mail all documentation to: NDDPI, Teacher and School Effectiveness Unit, Attention: Gwyn Marback, 600 E Boulevard Ave., Dept. 201, Bismarck, ND, 58505-0440. If you have any questions pertaining to grades K-8 remedial and grades 5-8 summer school, please contact Carol Harmsen at (701) 328-2266 or charmsen@nd.gov. If you have questions pertaining to high school summer school, please contact Angie Thomas at (701) 328-2317 or afthomas@nd.gov.